Course Syllabus
FIR 3410 – M51 – Financial Management
Fall 2020
3 Credit Hours

(Last updated: 8 Aug 2020)

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Office: FCB 364

Office Hours: By appointment due to campus closures. Virtual office hours can be scheduled through email to meet via Skype, or phone.

Course Overview

Fundamentals of financial management; time value of money, financial risk and return, valuation of stocks and bonds, cost of capital, and capital budgeting.

Pre-Requisites/Co-Requisites:
ACCT 2010, ECON 2020, and either SCMS 2710 or MATH 1530.

Required Texts (and Related Materials):
If you do not require a physical copy of the text, you are able to purchase a digital copy from the publisher. Publisher: Cengage [https://www.cengage.com/c/fundamentals-of-financial-managementconciseedition-9e-brigham/9781305635937/](https://www.cengage.com/c/fundamentals-of-financial-managementconciseedition-9e-brigham/9781305635937/)

MindTap Link: [https://www.cengage.com/dashboard/#/course-confirmation/MTPPZZTQN45T/initial-course-confirmation](https://www.cengage.com/dashboard/#/course-confirmation/MTPPZZTQN45T/initial-course-confirmation)

We will use MindTap for the assignments in this course, while quizzes will be administered through eLearn. Consider the materials that you are using for your other classes, and you may be able to take advantage of the Cengage Unlimited pricing. I assume you are making the decision that will help you scholastically and financially.
Financial Calculator: It is imperative that you have a financial calculator for this course. Please be clear on the following point – Students who do not have or purchase their calculator early and invest the time to learn its functions will find it very difficult to do well in the course.

There are two calculators which are permissible for this course: the Hewlett Packard HP10bII and the Texas Instruments TI-BAII. When we discuss a problem in class, I will be using TI-BAII to demonstrate the keystrokes required. You can find either calculator at the U of M bookstore, most office supply stores, and various online or brick and mortar retailers. SMART PHONES/ PROGRAMMABLE CALCULATORS (i.e., TI-83, TI-89, or other advanced graphing calculators) MAY NOT BE USED. *** Again, my recommendation is the TI-BAII ***

*Note: Because this class is fully online, you may be able to simply use Excel or another spreadsheet program that has financial functions built in. If you are a finance major, I would recommend you purchasing the business calculator mentioned above as you will use it in your other finance classes.

Recommended Texts (and Related Materials):

Business Reading: While not a requirement, I would encourage you to read or follow business (and the world as well) news on a daily basis. As cheesy/cliché as it may sound, an awareness of the current business environment can help to put the content of this course (and others) in greater, more personal context.

Location of Course Materials:
Course materials will be posted to the course website on eCourseware

Course Description and Objectives:
This course covers the theory and practice of financial management. The objective is to help you understand the fundamentals of finance and the implications of corporate financial policies and practices for value creation. The main learning objectives in this course are for you:

1. To understand the role of financial markets and institutions.
2. To understand financial statement analysis.
3. To understand the time value of money and to apply it to value cash flow streams.
4. To understand and apply ways of measuring the risk and return of financial assets.
5. To understand and apply various ways of valuing financial assets.
6. To understand how to estimate and use a company’s cost of capital.
Fogelman College: Learning Outcomes for Your Degree

The Fogelman College has established the following learning goals for all students successfully completing the undergraduate degree:

- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology.

Grading and Evaluation Criteria

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Module Quizzes</td>
<td>60%</td>
</tr>
<tr>
<td>Homework/Chapter Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Financial Ratio Assignment</td>
<td>10%</td>
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<tr>
<td>Discussion Forum</td>
<td>10%</td>
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List of Formal Assessed Activities

Homework/Chapter Assignments

Homework will count for 20% of your grade. Homework will be assigned for most chapters of the text we will cover. Homework is important as it allows you to practice the concepts that we are covering in the material before you take a quiz or exam. The effort that students put forth to complete homework assignments on time counts as much toward the overall homework score as accuracy does. The due date (and time) for each assignment may vary (based on our coverage of the material), and will be shown on the assignment folder in eCourseware and announced in class. It is the students' responsibility to keep up with due dates/times for homework assignments. If you do not make any effort to complete assignments by their due date, no credit will be awarded. Also, your lowest homework score will be dropped.

Module Quizzes

There will be a quiz for each module (one module usually covers two to three chapters). This will allow many, smaller points of feedback throughout the course. This will provide you an opportunity to assess and correct problems early. Quizzes will be administered through the eLearn system and you will have two attempts at each quiz (the higher score of the two will be recorded).

Important Note: All quizzes are due by midnight on the last day the module is open. Do not wait until the day the quiz is due to take it. You get two attempts at quizzes and the
highest is recorded. Treat the first quiz as a practice attempt. Take it at least a couple of days before the due date so you know what areas you need to study more. I cannot reopen a quiz if you miss it.

**Discussions**

Participation and interaction are very important parts of the learning process. We will use discussion forums that will largely consist of chapter specific discussions, with some occasional, special topics if current events or extra coverage of a topic are deemed necessary. For this course, the discussion forums will be located in the eLearn system.

The discussion forum takes the place of in-class meetings and can be thought of as a measure of your engagement and participation in the course. Because it is worth 10% of your grade, please do not take this part of the course lightly, as it can be the difference between a letter grade. Rather, you should plan on spending time dedicated to reading your colleagues’ posts and responding in the discussion forum. **Please do not email me to ask how many times you should be participating in the discussion forum.** Your participation should be indicative of someone who is regularly engaged in the course material each week. Please participate at least once per week.

Discussion grades will be determined from the quality of the posts, not the quantity. A quality post would show awareness of the posts that have come before it and offer something new to the discussion. A low-quality post would simply parrot the prior post (ex. “I really liked the way that Sue said ... <Repeating all of Sue’s post>. It was very informative”, see how it doesn’t really add anything?). Our class is comprised of individuals with different experiences and backgrounds, and the discussion forums are meant to facilitate the communication that would happen naturally in class, and to give you an opportunity to process some of the materials you have learned.

For quantitative practice problems in the discussion forum, you can earn credit for discussion posts by being the first to answer or confirming the answer of one of your classmates. If several classmates have already confirmed a discussion answer, there is no need to post the same answer again, but you can still earn credit by changing one of the numbers in the problem and posting the solution for a new problem.

**Assignments**

There will be an additional ratio assignment worth 10% of your grade. Detailed instructions will be available in eLearn.

**Final Course Grades**

The instructor plans to use the +/- grading system, and may choose to curve grades. Any curve will be to the benefit of the students. Students will need to achieve a weighted average grade of
at least 60% to be eligible to earn a grade of “C-“ or better. Grades will be loaded into the grade book on the course website in eCourseware. Students should monitor their grades throughout the semester.

**Schedule of Activities**

A course schedule is posted on the course website and will be updated as necessary.

**Final Exam Schedule**

The final exam for courses are scheduled according to the [Registrar’s academic calendar website](mailto:Registrar’s academic calendar website). We will not have a final exam for this course as shown in the chart above.

**Course Policies**

**ADA**

Every effort will be made to accommodate students with disabilities in accordance with the Americans with Disabilities Act. Please contact me during the first week of the semester to arrange for accommodations and, if you have not done so already, the Office of Disability Services (SDS) at http://saweb.memphis.edu/sds/ or (901)678-2880.

**E-MAIL:**

Students agree to communicate with the instructor via email, and agree to check their email (U of M provided email) and eCourseware home page regularly for messages from the instructor. Regularly means daily. Additionally, make sure that you have reviewed the syllabus and course website BEFORE you email the instructor.

**Make-Up Policy**

Because modules are available for extended periods, there will not be make-up assignments. Special accommodations may be possible if you contact your instructor before the respective due date, however this is not a guarantee.

**Adding/Dropping:**

Please consult the Registrar’s website for [Add/Drop dates](mailto:Add/Drop dates). Also, if you have not met the prerequisites or had some exception issued, you may be administratively dropped.

**Academic Integrity:**

Academic honesty is fundamental to the activities and principles of a university, and, more broadly, to society at large. Any effort to gain an advantage not given to all students is dishonest, whether or not the effort is successful. The University has specific Academic Honesty Policies; please see the policies in the U of M Student Handbook. Because academic
honesty is extremely important, the consequences of dishonesty are serious, ranging from probation to expulsion. Please feel free to contact me concerning issues associated with academic honesty or violation of the University's policies.

Further, note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website.

**Participation:**
Like most things in life, what you get from a course depends on your effort. I expect students to be engaged and have a familiarity with the material (i.e., read the text before class).

**Classroom or Online Behavior:**
I expect students to conduct themselves with courtesy and professionalism.

**Late Assignments:**
This will be on a case by case basis, but I will say that the old adage “It’s easier to ask forgiveness than it is to get permission” does not apply here. Contact your instructor before the deadline has passed.

**Last minute, extra credit essays at the end of the semester**
NO. There will be none of this. The expectations of the course are stated above and I will be happy to provide any clarification that may be needed. I am aware that other professors may have allowed this sort of project in the past, but I find them to be a waste of both student and professor time. Both parties are better served by completing the assigned work in a timely fashion, and so I would like to remove all thoughts about this as an option from the discussion. While the professor may elect to provide extra credit opportunities over the course of the semester, your success in this course should not rely on it.

**Reporting Illness or Absence:**
Since attendance is not an “official” part of your grade, you do not have to report illness or absences. The exception is for the final exam. If you will have to miss the final, I expect you to contact me before the final exam begins. I would encourage students to take a proactive approach in planning and communicating.

**Inclement Weather/LiveSafe App:**
In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, the University of Memphis has established an Inclement Weather Hotline at 901-678-0888 as well as LiveSafe, a comprehensive personal safety mobile app. This app allows you to receive instant alerts from Police Services in addition to providing a quick, convenient and discreet way to communicate directly with Police Services. The app will allow you to send text, pictures, video and audio directly to Police Services in real time. It also allows for a live
chat with safety personnel. The app includes the option to share tips and information anonymously. In addition, subscribers can use SafeWalk to invite personal contacts to virtually escort you as you chat. In lieu of this, use your best judgment.

**Syllabus Changes:**
Should the syllabus require a change, you will be notified in class and via email. The updated syllabus will be uploaded to the class webpage in eCourseware.

**Professor's Expectations**
- Your success in this class is important to me. I will be available to assist you in every possible way of enhancing your learning experience.

- Students are expected to stay current in their reading assignment preparation and regularly visit the course website.

- Utmost ethical conduct is expected from everyone. Academic dishonesty and cheating will result in the appropriate academic and university penalties to the extent that an "F" may be assigned for the course grade and the student may be dismissed from the University for disciplinary reasons.

**Student's Expectations**
Student's Expectations: In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days (most likely sooner) and feedback on work submitted within two weeks.

**Student Services**
Please access the [FCBE Student Services](#) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**Suggestions for students seeking to maximize achievement**
- Read and study all the assigned material in the textbook, before the assigned date.
- Form a study group to review problems and discuss key concepts
- Attend every class session
• If you are unfamiliar with spreadsheet software or the financial calculator, you should work to develop a proficiency quickly. I can recommend resources if needed.

• Work all the homework problems on your own and complete them by their due dates.

• See the instructor when you first notice that you are having difficulties.

**Full and Fair Disclosure:**

• It is the hope and intention of the instructor that this course will be challenging, but also an enjoyable/satisfying experience for all parties involved. However, be fully aware that this course (much like the financial/business world) will operate on an ethic of 100% personal responsibility. You are in charge of yourself, and there will not be any excuses.

• That being said, please be advised of the following:
  
  o If alternative commitments (family, work, extracurricular), cause you to miss a class, it is your responsibility to keep up with the material. Do not forget the power of proactive communication.

**The Most Recent version of the FCBE’s COVID-19 Notice can be found here:**
https://www.memphis.edu/fcbe/faculty/covid_19_notice.php

**FCBE COVID-19 Notice**

As a student enrolled in an FCBE course, please be advised of the resource websites listed below for student accommodation requests, health and safety requirements on campus, classroom conduct, and reporting a suspected COVID-19 illness. If you have questions about the items listed, please email your instructor.

**Student Accommodation Requests:** The University of Memphis is taking all necessary precautions to minimize risk to include careful scheduling of classes, sanitizing and cleaning, and educational/information promotion. However, it is understood that some individuals may be unable to attend on-ground sessions this fall. The University provides a process for students with medically documented reasons (or medically documented reasons for individuals under their care) that prevent them from attending face-to-face classes to request accommodations for remote instruction.

Disability Resources for Students (DRS) is the University of Memphis department who has been given the responsibility of hearing and approving requests for modifications due to COVID-19 and the virus that causes it. Even if you do not have a disability, but are in need of a modification due to age, living with an at-risk individual or some other circumstance, you must work with DRS. Students seeking accommodations consistent with ADA guidelines must present medical documentation to the Office of Disability Resource Services which will work with the academic departments to provide reasonable accommodations. If faculty or students identify as someone who may be at higher risk for severe illness from COVID-19 due to age or underlying health conditions, or have family members in the “high risk” category, accommodations will be granted to the extent feasible. (Centers for Disease Control (CDC) has provided additional information on who may be at high risk for severe illness at https://cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html
To start your COVID-19-related request, complete the Student Introduction Form found at [https://yukon.accessiblelearning.com/Memphis/ApplicationStudent.aspx](https://yukon.accessiblelearning.com/Memphis/ApplicationStudent.aspx). When asked for the primary disability, use the dropdown menu to find your COVID-19 request status. Once you’ve completed this form, you will be contacted via your University of Memphis email about documents needed to support your request. Once documentation is received and reviewed, you will be informed regarding next steps.

For more information, browse [https://www.memphis.edu/drs/covid19-info.php](https://www.memphis.edu/drs/covid19-info.php)

The University of Memphis values diversity, and, therefore, students with diverse learning preferences and needs are welcome in this course. You are encouraged to speak with your instructor privately if there are aspects of instruction or design of a course that result in barriers to inclusion or accurate assessment of achievement. If barriers are preventing anyone with a temporary injury or a physical, mental, or cognitive condition from participating fully in this course, please contact Disability Resources for Students (DRS) to submit an official request for course accommodations. You may contact DRS by calling 901-678-2880, emailing drs@memphis.edu, or visiting 110 Wilder Tower.

For more information, browse [https://www.memphis.edu/drs/](https://www.memphis.edu/drs/)

**Health and Safety Requirements on Campus:** Students should check their UofM email. Each student received an educational video addressing the important role that each of us play in maintaining the safety and health of our community prior to their return to campus, along with a video about how to properly wear a face covering. Students must watch both videos included in the unique link and submit their intent to comply with the expectations. Physical distancing of at least 6 feet between individuals remains in place in all campus spaces. This includes the interior of buildings and outside. Face masks are required in all indoor and outdoor public spaces. All surfaces and computer workstations must be sanitized prior to use. Students must sit only in approved seats or lab workstations. All those on campus must abide by University social distancing and mask protocols, including any contractors or visitors.

For more information, browse [https://www.memphis.edu/coronavirusupdates/plan/agreement.php](https://www.memphis.edu/coronavirusupdates/plan/agreement.php)

**Classroom Conduct:** Face masks or face coverings are required by all faculty, staff, and students in classrooms and on campus. Students without face coverings a first time will be asked to leave the class. Further violations will be referred to the Office of Student Conduct. Students who choose not to follow the face covering requirements will forfeit the right to be on campus.

For more information, browse [https://www.memphis.edu/coronavirusupdates/plan/ongroundinstruction.pdf](https://www.memphis.edu/coronavirusupdates/plan/ongroundinstruction.pdf)

**Report Process for Suspected COVID-19 Illness:** To protect the campus community and student health and wellness, the Student Health Center is providing virtual appointments for patients. Visit My Patient Portal to schedule a virtual appointment or call 901.443.1397 or 901.443.6438 between 9 a.m.-4:30 p.m. Virtual appointments are available from 10:30 a.m.-2 p.m., Monday through Friday. After you schedule an appointment on the MyPatient Portal, a provider will reach out with instructions for a Telehealth virtual appointment, which you may access through a personal electronic device. If you have symptoms of coronavirus (persistent fever, cough, difficulty breathing) or had contact with a confirmed or suspected case of coronavirus, please call the Student Health Center at 901.443.1397 or 901.443.6438 between the hours of 9 a.m.-4:30 p.m. After hours, please call the COVID-19 public information numbers, 833.556.2476 and 877.857.2945, available from 10 a.m.-10 p.m. daily, or the 24-hour COVID-19 hotline at 800.232.4636.

For more information, browse [https://www.memphis.edu/health/](https://www.memphis.edu/health/)